

December 23, 2009

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-10-63
“Professional Land Services for Coastal Protection and Restoration Projects”

QUESTIONS AND ANSWERS

1. Q. Paragraph 9 on page 3 of 6 of Enclosure 2 request hourly rates for personnel that will not be utilized for services being requested for the RFQ. Do rates have to be included for these personnel?
A. Yes.
2. Q. Can an umbrella policy be used to meet the coverage limits required by Enclosure (1), General Information, Item 8?
A. No.
3. Q. Please distinguish between Landman, Right of Way Agent, and Negotiator as contemplated in Enclosure (2), Proposal Preparation Instructions and Information Required in Proposal, (A) Item 9.
A. Landman vs. Right of Way Agent will be considered interchangeably. Negotiators will have extensive experience negotiating property settlements.
4. Q. Are the requirements in Enclosure (2), Proposal Preparation Instructions and Information Required in Proposal, (B) Item 2 related to overhead rate calculations applicable to subcontractors given the propensity of many of the service providers to be small sole proprietorships?
A. No
5. Q. The RFP reads that those selected for presentations will be “...notified by telephone on or before the scheduled date of presentations”. Please clarify. Is it possible responders will notified they must give a presentation on the same day the presentation is scheduled?
A. No.
6. What is the level of surveying required?
A. General boundary surveys, right-of-way surveys and parcel surveys will be required.

7. In enclosure (4) Scope of Services, Item III, 14, what is meant by the phrase “review of title opinions”? Is this review rendered by an attorney or an abstractor?
 - A. Review of title opinions will be conducted by OCPR.
8. Why do are both types of appraisal methods (State and Federal) required?
 - A. To meet both federal and state requirements depending on the project.
9. If a contract is awarded, is work guaranteed? Are funds in place for the proposed programs?
 - A. Work is not guaranteed. Programs are funded.
10. Since relocation services are required and will be conducted pursuant to 49cFR, has it been determined which agency’s interpretation of Federal policies we will follow?
 - A. OCPR will make the determination.
11. In enclosure (2), item A5, paragraph two, there is a list of minimum requirements for Land Professionals. What are the minimum requirements for Relocation Professionals? Will DNR be using the same qualifications as the Louisiana Department of Transportation and Development?
 - A. Relocation professionals should have at least one year of experience. OCPR may use DOTD qualifications depending on the project.
12. Are oyster leases to be considered as part of the scope? If so, are materials relevant to the process available for review?
 - A. No
13. What are the timeframes of acquisition with respect to a completed engineering design project?
 - A. Same time-frame as for projects that are not completed as to engineering design
14. Will the contracts be awarded geographically based on proximity to project areas?
 - A. No
15. Will we be required to provide our own marine transport vessel for access to the sites? Will the state supply vessels?
 - A. Contractor must provide marine transportation, if necessary, for site access.
16. Will the contractor be responsible for obtaining access to sites?
 - A. Yes
17. Q. Will there be requirements for participation in public meetings, public hearings, or stakeholder participation meetings?
 - A. Yes

18. Q. Enclosure (4), Item IV, 2 makes reference to “Appendix A”, which was not attached to the Scope of Services document. How can we obtain the information on monthly monitoring reports contained in the Appendix?
- A. See attached (attach Monitoring Report)
19. Q. Will aerial photography of project sites be available as part of the State’s responsibility in addressing individual project scope? If so, how recent will the aerals be? Will post-Katrina aerals be available?
- A. Yes. 2008 DOQQ’s.
20. Q. How do we make arrangements to review “such material as pertain to this project” which are available for review in the OCPR Engineering and Operation Section/Operations/Land Section?
- A. Contact James Altman, OCPR Senior Land Specialist at (225)342-1934
21. Q. Section III, Paragraph 13 in Addendum A, Scope of Services, states in part that the Contracting Party shall provide, among other items, an environmental assessment examination. However, the term is not defined and no standards are referenced.
- A. Paragraph 13 deals with database management. Paragraph 14 deals with, in part, environmental assessment. This will be a “Phase I” assessment.
22. Q. Does LDNR intend to obtain environmental site assessments conducted in accordance with ASTM E1527 and/or ASTM E 1528?
- A. ASTM E 1527.
23. Q. Does LDNR intend to obtain All Appropriate Inquiry (innocent landowner) assessments as defined by 40 CFR Part 312?
- A. OCPR has not set a policy.
24. The RFQ indicates that proposers selected to make presentations will be notified by the DNR Contracts and Grants Administrator by telephone on or before the scheduled date. Can the notification to proposers by DNR be made prior to and not on the scheduled date? This allows proposers an opportunity to coordinate with sub-consultants.
- A. Yes.
25. Can DNR identify the members of the Proposal Review Committee?
- A. No.
26. The RFP indicates that monthly progress reports shall be submitted with each invoice for payment describing the status and progress of the Contracting Party’s performance. Please furnish a copy of the standard monthly progress report.
- A. See attached.

27. The RFP states that such materials as pertain to this project are available for review in the OCPR Engineering and Operations Section/Operations/Land Section and may be used in this project, but may not take the place of items that the Contracting Party is required to develop. Please identify and describe the materials that are available for review as referenced in the RFP.
- A. See answer to Question 20.
28. Is an appointment required to review the materials, and if so, whom should be contacted and at what telephone number for scheduling such an appointment?
- A. Yes, see answer to Question 20.
29. Are land services anticipated for both coastal and hurricane protection projects?
- A. Yes
30. Is there a list and location of the projects that can be furnished to proposers?
- A. See answer to Question 20..
31. Can persons who will be hired on a full-time basis, if selected for this assignment, be considered as “potential” full-time employees and not a sub-consultant?
- A. If they are employees of the company.
32. What services are expected by OCPR of a Sr. Landman?
- A. Handling of very detailed and complex projects
33. Describe the services/work products of a Sr. Landman and Sr. Right of Way Agent?
- A. Providing a detailed analysis & guidance work product in the handling of very detailed and complex projects.
34. Are there any specific qualifications for an Assistant Appraiser?
- A. Must be a licensed Louisiana appraiser.
35. Does the General Construction Cost Consultant need to be a Louisiana Licensed Contractor?
- A. Yes
36. If selected for this assignment, will OCPR have status meetings with Contractors? If meetings will be required, please furnish the location of those meetings.
- A. Yes. Meetings will be held at OCPR’s office in Baton Rouge.
37. Will OCPR provide the number of years of search required in the public records office relative to furnishing abstracts of title?
- A. Yes

38. Is a copy of the OCPD Land Title Guidelines for Coastal Restoration Protection Projects as referenced on Page 2 of Enclosure 4 available on-line and if not, is a copy of referenced guidelines available to proposers?
- A. Yes
39. How many appraisal reports will be obtained on properties to be acquired?
- A. Two
40. Is OCPD furnishing a review appraiser and will OCPD be furnishing the Certificates of Just Compensation for use by Contractor in preparing Just Compensation Offers?
- A. OCPD will not furnish a review appraiser. OCPD will furnish Certificates of Just Compensation.
41. How many hard copies of each appraisal report are to be delivered to OCPD?
- A. One
42. Will OCPD require appraisal reports in an electronic format? If electronic format is required, please provide the format of the file to be transmitted and identify if a secured site will be provided by OCPD for uploading large files.
- A. Yes. Electronic format in Microsoft Word on CD. If appraisal are large a secured site for uploading will be provided.
43. When feasible, can just compensation offers to landowners be send via certified mail?
- A. Yes
44. Page 3 of 4 of Enclosure (4) states that the Contractor will obtain properly executed documents from landowners, with "authority to sign documentation" if required. Will OCPD prepare/furnish the documents referenced under item 9 to Contractor?
- A. Yes, OCPD will furnish required documents.
45. Will payments to landowners be made by OCPD staff or by Contractor? If Contractor is to make payments, can those payments be sent via certified mail?
- A. OCPD will make payments to landowners.
46. Item 11 in the scope of work indicates that Contractor will provide title curative work if so directed by OCPD Contract Manager. Will the curative documents be supplied by OCPD and if not, will the title opinion be furnished to Contractor describing the requirements for clearing exceptions in the title binder?
- A. OCPD will provide the necessary documents, including copies of title opinions, to conduct the necessary title curative work.
47. What is the format of the data (mapping and legal descriptions) that may need to be provided by Contracting Party relative to Item 13, Database Research and Mapping? Additionally, if input of the data is required, can this be done via a remote location (web-based portal) or will this require on-site services at the office of OCPD?
- A. Legal descriptions will be from actual transaction documents from the title search. Input, if necessary, will be done at the office of OCPD.

48. Item 14 in the scope of work indicates that if so directed by the OCPR Contract Manager that the Contracting Party shall provide a complete landrights package. The description of the complete landrights package does not include preparation of the title opinions, only a review of title opinions. Please clarify who is the party that will be providing the title opinions?
- A. Preparation of title opinions is **not** part of the landrights package. Title opinions will be prepared by OCPR legal counsel.
49. Page 4 of 4 of Enclosure 4 indicates that Monthly Monitoring Reports are required and can be found in Appendix A. We did not locate Appendix A. Please provide the location or site of referenced Appendix.
- A. See attached
50. Are costs associated with the following items eligible for reimbursement under the terms of the proposed contract upon submission by Contractor of receipts indicating such costs have been occurred?
Courthouse copies (Clerk of Court, Assessor, etc.)
Tax certificates
Mortgage Certificates
Recordation/Filing Fees
Mileage related to project
Parking Fees
- A. Yes, to all of the above. NOTE: mileage related to the project will be reimbursed only at the approved State rate (in accordance with PPM 49).
51. Hourly rates are to be furnished by proposers for a variety of personnel. Do the hourly rates apply to the entire contract term or should hourly rates be provided yearly for the entire contract period?
- A. Entire contract term.